

**From: Dee Tomczak**  
**To: Teams attending the NASA/VCU Regional**

It is nearly Competition time! On behalf of Pattie Cook (VCU/FIRST), Jeff Seaton (NASA), and myself, we are looking forward to seeing you in just a few short weeks. Here are some important details that need your immediate attention!!!

**LOCATION:**

The VCU Siegel Center is located at 1200 West Broad Street in downtown Richmond. Parking is always a challenge, but we have a **new** parking deck this year. Below, are parking instructions. Pay careful attention to them - they will save you both money and time!

**PLEASE NOTE!**

*There will be **no unloading or drop-off in front of the Siegel Center.**  
No Exceptions! Please see below for safe drop-off locations.*

**MAPS:**

**For basic directions from all the major highways and a map of the entire campus, visit the competition website at:**

**[http://robots.larc.nasa.gov/vcu\\_2003/directions.html](http://robots.larc.nasa.gov/vcu_2003/directions.html)**

**TEAM INFO:**

We have to know how your team will be traveling to the Siegel Center, so we can provide adequate parking. By Friday, February 26<sup>th</sup>, please e-mail the following information to me at **[robotstoo@aol.com](mailto:robotstoo@aol.com)**

**Please note: these counts are for team transport vehicles.**

1. Team Number
2. Transportation Contact Name
3. Transportation Contact Phone Number
4. Transportation contact e-mail address
5. Vehicle Count for each of the following four categories:
  - a. Cars, pickup trucks, minivans
  - b. Buses
  - c. Other (example: 15 passenger vans)
  - d. Handicapped Parking spaces required?

Please give best estimates for each form of transportation. We particularly need the count for cars, because we will provide you with exit passes on Thursday at Pit Administration. This pass will save you the PARKING FEE.

**PARKING LOCATIONS:**

Cars/Minivans/Pick-Up Trucks will park in VCU's **NEW** Bowe Street Parking Deck on the corner of Marshall and Bowe Streets. The deck is on the same side of the street and just past the Siegel Center. Enter the deck from Bowe Street. Spectators can park either on the street or in the West Broad Street deck, 1111 W. Broad Street for a fee. Again, please note: **PASSES ARE FOR TEAM VEHICLES ONLY!**

Large Vans (15 passenger) should drive past the Siegel Center (1200 West Broad Street) heading west and turn right into the university's UU Parking lot. Parking Guards will assist you.

Buses should continue past the Siegel Center heading west. Turn right onto Bowe Street, right onto Marshall Street, and right again onto Harrison Street. Unload buses along curb on Harrison Street in designated area to unload students. Students can then proceed to the side entrance on Harrison Street. The empty bus should then circle the block to park on Marshall Street. (Bus monitors will be available in front of building if you have questions; but please do not unload in front. Bus monitors will also be available behind the Siegel Center to assist you with bus unloading and parking.)

### **UNLOADING TOOLS & HEAVY EQUIPMENT**

Due to construction, the following arrangements have been made for loading dock access:

Cars/Vans/Pickup Trucks (*limited to one vehicle per team*) Turn right into the UU lot, just west of the Siegel Center and follow the guard's instructions for unloading. Drop off people & equipment, but the driver must exit lot immediately to park. Exit the lot, make a left onto Marshall, and left again onto Bowe Street to park in the deck. Parking Guards will provide guidance and limit each team to only enough time to unload vehicle. Bring a dolly for easy transport, since you will have to wheel or carry your equipment down the ramp into the Siegel Center. All other team members should enter the building from the main entrance.

BUSES with tools and equipment - Follow directions above for buses. We will have a designated unloading area on Marshall Street near the loading dock with a parking greeter to guide you. Drop off **only** the people necessary to carry tools to the loading dock. Then drive the bus around to unload the team on Harrison Street. Buses can then circle the Siegel Center to park on Marshall Street.

Team Leaders, please follow these instructions carefully and get your vehicle counts in ASAP. We will have many teams unloading and we want this to be as smooth as possible!

In the meantime - Have Fun!

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